



# City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

Larry A. Delgado, *Mayor*  
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## **DEAR APPLICANT:**

This packet is designed to assist you with your application for **signs (including awnings)**. The information attached is provided to familiarize you with the process for approval in the Historic District. Submittal of this information, with your building permit application, may help expedite staff review of your proposal.

Historic preservation staff can often review and approve many projects administratively; the appropriate level of review is noted on Page 1 of the packet. However, on some occasions, the project must be reviewed by the Historic Design Review Board, also noted on Page 1 of the packet. If board approval is required, please note that the board meets twice each month, on Tuesday nights. Please consult the packet for the specifics of your proposal, which includes submittal requirements for staff or board review.

Because I realize that the Historic District process may seem complex at times, please feel free to contact me at 955-6605 for further assistance.

Sincerely,

James M. Hewitt  
Historic Preservation Planner

Attachment

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***"Committed to our community, and making a difference"***